

LMS

Office of Logistics**Staff Meeting****n o t e s**

Listed below are the topics that were discussed at the D/L staff meeting on 03 December. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

9 December 1986

1. The Office of Logistics (OL) wishes to welcome the following new employees:

Supply Division
Supply Division
Procurement Division

2. Beginning the first week in February 1987, the Office of Training will offer two courses which are of interest to the Office of Logistics in the Off-Campus Program. These courses, Procurement and Contracting and Cost Analysis for Decision Making, will be sponsored through the University of Virginia. University credit will be given for these courses. Individuals under cover can take part in the courses but will not be given credit because names cannot be forwarded to the University. An OTE bulletin will be forthcoming giving details. If you have any questions, please contact the OL/Training Officer,

3. A show entitled, "Egg Decorating Traditions," is on display in the Fine Arts Exhibit Hall, corridor 10 at the Headquarters building. This show includes eggs of many decorating techniques, materials, and origins, and will be on exhibit from 1 through 29 December. All items are on loan to OL by the wife of a retired logistics employee.

4. The 1987 Combined Federal Campaign (CFC) Key Persons and the Senior Coordinator were present at the 3 December staff meeting to receive the personal thanks of the Director of Logistics and the OL division/staff chiefs for the giving of their time and effort during the Campaign. These OL employees volunteered for this task while also continuing with their regular job duties. Through their efforts, OL achieved its current CFC contribution total of \$17,910 (85 percent of its goal) which

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qualified OL to be one of the top four DDA offices for percentage of goal reached. This total does not include confidential contributions which will be totalled and provided to OL.

25X1

Attachments

- A. One Individual Can Make a Difference
- B. Item of Interest

C O N F I D E N T I A L

ATTACHMENT A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

25X1 [] Chief, Motor Pool, FMD, was recognized in
25X1 a Memorandum, dated 26 November 1986, from []
Coordinator for Academic Affairs, for the high-quality service
provided during the recent visit of college deans to
Headquarters on 10 November. The deans were quite impressed
with their one-day visit to the Agency. In a separate
25X1 memoranda, [] recognized [] Planning
Services Staff of the Office of the Production Manager, P&PD,
for his excellent support provided in the preparation of
25X1 programs and other material for the DCI's Program for Deans.
Also recognized was [] Manager, Executive Dining
Room, FMD, for services rendered in the luncheon served during
the deans' visit.

25X1 [] Chief, Maintenance Section,
25X1 Operations Branch, FMD, was recognized in a Letter of
Appreciation, dated 21 November 1986, from [],
Deputy Director of Personnel for Employee Benefits and
Services, for her immediate response and assistance in
preparing signs for the briefing of the new Federal Employees'
25X1 Retirement System. [] stated that this request was made
25X1 on very short notice and [] "can-do" spirit was
commendable and greatly appreciated.

25X1 [] of the Motor Pool, FMD, was recognized in a
25X1 Memorandum, dated 18 November 1986, from []
25X1 [] for his cooperation and
25X1 willingness to assist in making the largest conference [] a
25X1 huge success. [] stated it was a pleasure to work with
an individual who is dedicated to his profession.

25X1 In a Memorandum, dated 26 November 1986, from []
25X1 [] Executive Officer, Office of Personnel, []
25X1 Deputy for Operations, FMD, and [] Contract Employee for
Contel, were recognized for their quick and understanding
responses for a temporary power upgrade in Room 1A07
Headquarters for an IBM PC training session. Thanks to these
two individuals, the training session went off without a hitch.

C O N F I D E N T I A L

ITEM OF INTEREST

UPGRADING OF THE HEADQUARTERS POWERHOUSE

During the design phase for the New Headquarters Building (NHB), it was apparent that we needed to increase the capacity and reliability of the Headquarters Powerhouse to provide adequate critical utilities to both the Original Headquarters Building and the NHB. And, the entire Powerhouse, with its early 1960s vintage equipment, was in need of modernization.

Smith, Hinchman and Grylls of Detroit, Michigan, designer of the NHB, also was chosen to design the Powerhouse renovations. The design was completed in 1984, and construction began in July 1984. Like the other segments of the New Building Project, it is managed by the General Services Administration. It is scheduled to be completed in April 1987 at a cost in the \$16 million range.

The equipment replacements included all facets of a powerhouse and related systems, e.g., chilled water loops. The majority of the electric switchgear was replaced, including the 15KV incoming switchgear. Seven gas turbine generators capable of supplying over 22 megawatts of emergency power are being installed; four of those are operational now. As part of the generator installation, a load management system is being installed which will provide computerized control of the emergency generators and main circuit breakers in the event of a power outage. Six new 1350-ton chillers have been installed, complete with new pumps and piping. The piping systems were designed so that if a malfunction occurs, the problem area could be isolated without affecting the operation of the entire system. Along with this chiller installation, a new stainless steel cooling tower system was installed. It replaced an old wooden tower system which began collapsing as the new one was being built. We are also renovating the Powerhouse boilers which provide steam to the entire Headquarters compound. New burner fronts are being installed on all boilers. This will provide us with the option of operating them on either natural gas or fuel oil. Finally, a new microprocessor control system for the boilers has been installed; it will allow centralized control of the boilers. Presently, two of the four boilers have had these modifications substantially accomplished.

The extensive replacement of equipment and modifications of piping has occurred since 1984 to an operating system which controls critical utilities serving the Headquarters complex. Through careful planning and phasing, we have replaced nearly all of the equipment in the Powerhouse without a major interruption of our critical utilities.